
Chapter 02: Records Common To All Sections At Post

Records Common To All Sections At Post**B020001 Tracking and Control Records**

Description: Logs, registers, and other records used to control or document the status of correspondence, reports, or other records.

Disposition: Destroy or delete when no longer needed.

DispAuthNo: GRS 23, item 8

B020002 Information, Reference, or Working Files - Files maintained by individual officers for their own use

Description: The following types are usually included:

Information or working copies of reproducible communications such as memos issued by the Department, or other documents prepared or issued by the Department and received by an office for information purposes only.

Press releases, reports and other reproducible communications issued by the Department or other Federal agencies.
Publications, including processed and printed reference material sent out by the Department (e.g., Current Foreign Relations, Current Economic Developments) or other Federal agencies and local press, except those specified to be returned to the Information Program Unit.

Preliminary or rough drafts of letters, memoranda, reports or other documents and preliminary work sheets or notes used in the preparation of documents that do not record necessary approval or basic changes in text.

Disposition: Destroy when obsolete or of no further reference value.

DispAuthNo: Nonrecord

B020003 Chronological or Reading Files

Description: Operating offices' extra copies of incoming and outgoing communications arranged by date. This file is maintained in addition to the official subject file and as such the information in it is duplicated.

EXCLUDED are the chronological files maintained in the Front Office (Ambassador, Deputy Chief of Mission, Consul General and Consul) and files which do not duplicate information in a subject file.

Disposition: Destroy when 1 year old.

DispAuthNo: Nonrecord

Chapter 02: Records Common To All Sections At Post

B020004 Requests for Information

Description: Requests for information and copies of replies thereto, involving no administrative actions, no policy decisions, and no special compilations or research and requests for and transmittals of publications, photographs, and other information literature.

Disposition: Destroy when 3 months old or when no longer needed, whichever is sooner.

DispAuthNo: GRS 14, item 1

B020005 Transitory Files - Documents of short-term interest which have no documentary or evidential value and normally need not be kept more than 90 days.

Description: The following are examples of transitory correspondence:

Routine request for information or publications and copies of replies which require no administrative action, no policy decision, and no special compilation or research for reply.

Originating office copies of letters of transmittal that do not add any information to that contained in the transmitted material, and receiving office copy if filed separately from transmitted material.

Quasi-official notices including memoranda and other records that do not serve as the basis of official actions, such as notices of holidays or charity and welfare fund appeals, bond campaigns, and similar records.

Disposition: Destroy when 3 months old or when no longer needed, whichever is sooner.

DispAuthNo: GRS 23, item 7

B020006 Reserved for future use

Description:

Disposition:

DispAuthNo:

B020007 Reserved for future use

Description:

Disposition:

DispAuthNo:

Chapter 02: Records Common To All Sections At Post

B020008 Reserved for future use**Description:****Disposition:****DispAuthNo:**

B020009a Mailing Lists**Description:** a. Correspondence, request forms, and other records relating to changes in mailing lists.**Disposition:** Destroy after appropriate revision of mailing list or after 3 months, whichever is sooner**DispAuthNo:** GRS 13, item 4a

B020009b Mailing Lists**Description:** b. Card lists.**Disposition:** Destroy individual cards when cancelled or revised.**DispAuthNo:** GRS 13, item 4b

B020010 Duty Officer Log**Description:** Indicates time of arrival and departure, and actions or matters handled during off duty hours.**Disposition:** Destroy 1 year after date of last entry.**DispAuthNo:** II-NN-3544, item 26

B020011 Reserved for future use**Description:****Disposition:****DispAuthNo:**

Chapter 02: Records Common To All Sections At Post

B020012 Top Secret Documents - Arranged by subject or control number

Description: Consist of telegrams, memorandum, and other material maintained in the IPU. Files are maintained in the IPU for the Principal Officers or any of the operating offices of the post. Files are maintained apart from the Subject Files because of security classification and the need to inventory them.

Disposition: Permanent. Cut off at the end of the calendar year or when no longer needed for operational purposes. Retire to RSC when 1 year old. Pouch separately from Subject File because of classification. Transfer to WNRC when 2 years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-84-91-3, item 5

B020013 Time and Attendance Source Records

Description: Originating office time and attendance records upon which leave and pay are based, such as time and sign-in sheets; OF-1130, time and attendance reports; DS-1734M, TATEL/PC draft and final reports; JF-56, Authorization of Premium Compensation; DS-1216, Leave Statements; SF-71, Application for Leave; flexitime records, and leave applications for jury and military duty. Records may be in either electronic or paper form.

Disposition: Destroy after GAO audit or when 6 years old, whichever is sooner.

DispAuthNo: GRS 2, item 8
